

**SUMMARY OF THE  
QUALITY SYSTEMS COMMITTEE MEETING  
JULY 22, 2002**

The Quality Systems Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Monday, July 22, 2002, at 1:00 p.m., Eastern Daylight Time (EDT). Chairperson David Mendenhall of the Utah Department of Health led the meeting. The List of Comments is shown in Attachment A. Action Items are shown in Attachment B. The List of Participants is shown in Attachment C. The purpose of the meeting was to address the agenda items that follow.

**INTRODUCTION**

Mr. Mendenhall called the meeting to order and took attendance. He welcomed new member Lisa Doucet to the Committee.

**APPROVAL OF PAST MINUTES**

No minutes were reviewed.

**ISO SUBCOMMITTEE**

Bob Di Rienzo, the new Chair of the ISO 17025 Subcommittee, asked the members for their opinions on what the Subcommittee should focus on during future teleconferences, or whether or not the Subcommittee should be dissolved. It had been recommended at the Conference that the Subcommittee work on language regarding calibration laboratories laboratory calibration. It was also recommended that, per comments received at NELAC 8, the Subcommittee review Chapters 2 and 7 for consistency. The Subcommittee will collaborate with those respective committees on this project. It was therefore agreed that the Subcommittee will need to be continued, as more comments and questions are expected to be received. Mr. Di Rienzo will forward all future ISO 17025 Subcommittee minutes to the members of this Committee for their awareness.

**NELAC 8 UPDATE**

Mr. Mendenhall opened discussion regarding comments received at NELAC 8. Dr. Siegelman noted that an attendee from Florida had an interest in electronic records as opposed to manually signed ones. The Committee will, upon receipt of a written comment from this individual, draft appropriate language to the Standards. Several other individuals are expected to submit written comments, which will be acted upon when received.

**NEW AND UNRESOLVED COMMENTS**

Mr. Mendenhall opened discussion regarding the unassigned comments found on the comment list, shown in Attachment B. Jeff Nielsen will take the lead for #54, #52-a&b were completed at

NELAC 8, and Jeff Nielsen will take #52-c. Two comments, # 55 and #56, still need leads. Mr. Mendenhall will contact members to solicit leads for these comments.

### **OLD BUSINESS**

The position of Chair of the Microbiology Subcommittee, which Marty Casstevens recently vacated, has not yet been filled. Mr. Mendenhall asked if the Subcommittee might be dissolved at this point, as no pressing issues are currently present. Mr. Mendenhall will contact Ms. Casstevens for her input regarding possible dissolution. The next two scheduled calls for Microbiology Subcommittee have been cancelled, and the next teleconference will be October 10, 2002. If the decision is to dissolve the Subcommittee, the October 10, 2002, teleconference would be an appropriate time to do so.

### **NEW BUSINESS**

Mr. Mendenhall noted that this Committee is still in need of a replacement member for the vacancy Ms. Casstevens departure has created. It was agreed that this individual would need to be a microbiologist. This issue will be discussed further during the next teleconference.

### **FUTURE TELECONFERENCES**

The next teleconference is scheduled for Monday, August 12, 2002, at 1:00 p.m., EDT. Subsequent calls are scheduled for August 26, September 09, October 07, and November 11, 2002.

### **ADJOURNMENT**

There being no further business, the meeting was adjourned.

**LIST OF COMMENTS  
QUALITY SYSTEMS COMMITTEE MEETING  
JULY 22, 2002**

This is a chronological listing of comments received by the Quality Systems committee. It also includes important issues that the committee chose to track by inclusion in this list. Where a comment received by the committee addressed more than one issue, these comments have been divided into parts to address each issue (e.g. 23A, 23B, 23C etc.).

1. New or reconditioned instruments.
2. Accrediting Authorities (AAs) recommendation on subcontracting.
3. Electronic signatures.
4. One standard calibration.
5. Electronic data and hard copy data.
6. PBMS subcommittee request for direction.
7. Culture media.
8. Quality Control Data in Final Report.
9. Editorial change: reference in 5.1.b to 1.9.2 should be to 1.8.2.
10. 5.11.1 Sample Tracking.
11. 5.9.4.2.2 Continuing Instrument Calibration Verification.
12. Testing Microbiology Samples for free chlorine.
13. Calibrating salinity, conductivity, temperature meters.
14. Sample Tracking and Continuing Calibration Verification.
  - 14A. Sample Tracking.
  - 14B. Continuing Calibration Verification.
15. Response to AIHA.
16. Blank Contamination.
17. Requirement for Continuing Calibration. for analysis on day when initial Calibration done.
18. Question from On-site committee concerning definition of temporal changes.
19. Relationship of EPA published methods to laboratory SOPs.
20. NELAC relationship with other Asbestos Accrediting Bodies.
21. Data Integrity.
22. PBMS language.
23. Comments on ISO 17025 draft.
  - 23A. Uncertainty, comment concerning section 5.5.4.6.1.
  - 23B. Uncertainty comment concerning section 5.5.4.6.2.
  - 23C. Instrument Calibration comment concerning section 5.5.5.2.2.
  - 23D. Initial Instrument Calibration comment concerning section 5.5.5.2.2.1.
  - 23E. Data qualifiers for Initial Calibration comment concerning section 5.9.4.2.1.g.
  - 23F. Two Standards and a Blank, One standard Calibration comment concerning section 5.9.4.2.1.i .

24. Comments on PBMS draft.
25. Tiered approach for PBMS.
26. Changes to ISO 17025 Document.
  - 26A. Quality Manual title page requirements 5.4.2.3.
  - 26B. Subcontracting.
27. Quality Manual Detail.
28. One standard calibration text.
29. Change to proposed PBMS draft.
30. Editorial changes to sections 5.4.3.3.3 and 5.5.4.7.2.
31. Comment on LCS.
32. Ideas on how to facilitate voting at Annual meeting.
33. Evaluation of MS/MSD and LCS.
  - 33A. Evaluation of MS/MSD.
  - 33B. Evaluation of LCS.
  - 33C. Editorial change regarding surrogates.
34. Referral to Accreditation Process Committee on NELAC relationship to other Accrediting Bodies.
35. Microbiology Filtration Series, Sanitizing Funnels.
36. Terms and Definitions.
37. Uncertainty.
38. Small Laboratory Issues.
39. Cross reference current NELAC standard and 17025 based standard.
40. Client Notification.
41. Relationship of the NELAC standard to QAPPS, SAPS and WAPS.
42. PQL/RL EPA guidance and NELAC standard relationship.
43. Change to subcontracting text in proposed ISO 17025 Draft.
44. Sample Receipt and Custody.
45. DOCs of individual parameters.
46. Revision to standard's Methods text
47. Calibration: change to section 5.9.4.2.1.f.
48. Use of most recent version of test method for Analyst training: Interpretation section of 5.6.2 (c)(4).
49. Calibration laboratory and calibration certificates.
50. Electronic records.
51. Inquiry about Degree granting institutions' accreditation for degrees beyond B.S. level.
52. Quantitation and Continuing Calibration, Two Standards and a blank, and Continuing Calibration variation.
  - 52A. Quantitation and Continuing Calibration comment concerning section 5.9.4.2.1.c.
  - 52B. Two Standards and a blank comment concerning section 5.9.4.2.1.i.
  - 52C. Continuing Calibration variation comment concerning section 5.9.4.2.2b.
53. Editorial renumbering change concerning sections D.1.1 a, b, c.
54. Continuing instrument calibration variation concerning section. 5.9.4.2.2.b.
55. Electronic Data Reporting standard.
56. Duplicate Analyses.

**ACTION ITEMS  
QUALITY SYSTEMS COMMITTEE MEETING  
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<b>Item No.</b>	<b>Date Proposed</b>	<b>Action</b>	<b>Date to be Completed</b>
1.	07/22/02	Mr. Mendenhall will contact members to solicit leads for unassigned comments.	08/12/02
2.	07/22/02	Mr. Mendenhall will contact Ms. Casstevens for her input as to whether or not the Micro Subcommittee might now be dissolved.	08/12/02

**LIST OF PARTICIPANTS  
QUALITY SYSTEMS COMMITTEE MEETING  
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